UNITED STATES MARINE CORPS
Logistics Operations School
Marine Corps Combat Service Support Schools
Training Command
PSC Box 20041
Camp Lejeune, North Carolina 28542-0041

AOM 6206

STUDENT OUTLINE

ERO/ERO SHOPPING TRANSACTION LIST

LEARNING OBJECTIVES

1. TERMINAL LEARNING OBJECTIVES:

a. Given an Equipment Repair Order (ERO), TM 4700-15/1, UM 4790-5, and a written scenario describing a hypothetical maintenance task, complete the required ERO to generate the appropriate maintenance action, per information contained in the references provided. (6.2.7)

b. Given an ERO Shopping Transaction List (EROSL), TM 4700-15/1, UM 4790-5, and a written scenario describing a hypothetical requisitioning requirement, complete the EROSL to cause required requisitioning action, per information contained in the references provided. (6.2.8)

2. ENABLING LEARNING OBJECTIVES:

a. Given blank ERO's, TM 4700-15/1, UM 4790-5, and written scenarios describing required maintenance tasks, per information contained in the references provided, prepare:

(1) an 0"A" (add) ERO and (6.2.7a)

(2) an 0"C" (change) ERO. (6.2.7b)

b. Given blank EROSL's, TM 4700-15/1, UM 4790-5, and written scenarios describing required requisitioning action, per information contained in the references provided, prepare:

(1) a "4" add transaction (card) and (6.2.8a)

(2) a "4" change transaction (card). (6.2.8b)

<u>OUTLINE</u>

1. <u>EQUIPMENT REPAIR ORDER - NAVMC 10245</u>

a. The purpose of the ERO is to request corrective maintenance, preventive maintenance, modification, calibration and limited technical inspection to be performed on tactical ground equipment within the unit's authorized echelon(s) of maintenance. The ERO is also used to transmit work to higher echelons of maintenance and to record and report the maintenance performed.

(1) Maintenance personnel will use an ERO in all instances where either maintenance resources such as man-hours, facilities, repair parts, or secondary reparables are required to perform the requested maintenance. Exceptions to the rule are as follows:

(a) When total labor hours required to perform the requested maintenance are less than three-tenths of an hour.

(b) When total cost of repair parts required is less than twenty-five dollars and you do not need to requisition the parts.

(2) An ERO is not used to request or record first echelon maintenance. However, the ERO may be used in conjunction with the EROSL, which you will learn about later, to requisition Basic Issue Items (BII) and SL-3 items.

b. As you can see, the ERO consists of four self-carbonizing sheets.

(1) The white copy is the original. It is retained by the originating activity until the requested work is completed. Do not get confused by my reference to the originating activity. When you are in an organizational maintenance shop, as most of you will be, the MIMMS section in your own maintenance shop office will be the originating activity.

(2) The pink copy is the administrative copy. It is used to input information into the Marine Corps Integrated Maintenance Management System (MIMMS) Automated Information System (AIS). You will receive additional training on MIMMS/AIS if you are assigned to duties involving data input.

(3) The green copy of the ERO is the shop copy. After the requested maintenance is completed, it will be signed by the individual accepting the equipment from the maintenance shop and becomes the shop's receipt for equipment returned to the user or owner.

(4) The yellow copy is retained by the owning unit and serves as their receipt while the equipment is in the maintenance shop.

c. ERO Preparation Instructions. In order to keep preparation instructions as simple as possible, we will first talk about an ERO that is being originated to perform corrective maintenance on a vehicle that is owned by your unit and authorized to perform second echelon maintenance. First, I want you to notice that the top and bottom of the ERO are divided into numbered blocks called card columns and referred to as CC's.

(1) The first entry we will make is the ERO number. The ERO number goes in card columns 2 through 6. ERO numbers are assigned to your unit in a block and they use the numbers assigned in sequence, as needed. The numbers are constructed where each element of the number has a meaning when coded into MIMMS.

(2) Moving right, along the top line, you see a block without card column numbers labeled "serial number turned in if different from below." This block is used, for instance, when a radio vehicle is in need of a maintenance service. The vehicle, where the radio is mounted, has a different serial number than the radio; however, for purposes of readiness reporting, the radio is reportable. In this block, enter the serial number of the vehicle. In a moment, you will see where the radio serial number is located.

(3) The next block, to the right, is where the authorized person in your maintenance shop signs to accept the vehicle for the required maintenance. In some cases, an ERO will exist without a signature in this block. Such a case would be when a vehicle is inspected to confirm the need for repair and parts are ordered, but the equipment is not placed on deadline. The status of the ERO could become a "Deferred ERO." When the part comes in, the operations section would be notified and the truck "recalled."

(4) Next, in CC's 7 through 10, you would enter the Julian date the vehicle is actually received in the shop for maintenance.

(5) The next block to the left labeled "ORF" is left blank.

(6) The block labeled "Organization Doing Repairs" may be left blank if the equipment owner is the same as the organization doing the repair. It can be left blank if the vehicle is being evacuated to a higher echelon of maintenance and the destination Activity Address Code, which we will discuss next, is entered on the ERO.

(7) The last entry on this line, CC's 12 through 16 are for the Activity Address Code called the "AC" or "AAC" of the unit the equipment is being evacuated to beyond second echelon; otherwise, leave these CC's blank. In reality, the only AC's you will need is your unit and intermediate maintenance activity that supports you. Those AC's will be in your desk top procedures or turnover file.

(8) The block reserved for "Request No./Old ERO No." does not have CC numbers. In this block you enter the ERO number you originally assigned to this particular maintenance request if this ERO is being prepared to evacuate the equipment to a higher echelon of maintenance. A good example would be when you need to evacuate a vehicle to third echelon from second echelon to replace the engine. The number of the original ERO would be entered in this block when the vehicle was sent to the IMA. The IMA would enter their ERO number in CC's 2 through 6 when they accepted the vehicle for replacement of the engine.

(9) Now, we are at the point where we enter the deadline control date. Enter the Julian date that the vehicle was actually deadlined. Leave CC's 21 through 24 blank if the vehicle is not deadlined.

(10) CC 25 is used to enter the number representing the echelon of maintenance doing the repair. You will enter 1, 2, 3, or 4. You will only use "1" for first echelon when the ERO is tied to an EROSL ordering BII/SL-3 components.

(11) In card columns 26 through 35, you enter the serial number of the item to be repaired. Use only the last ten numbers of the serial number right justified; that is, the last number of the serial number will always appear in CC 35. If more than one item is being turned in for repair, enter a zero in CC 35 and list the serial numbers of the batched items in the "Description of Work" block.

(12) The job ID field, CC's 36 and 37, is left blank.

(13) CC 38 and 39 are self explanatory. Enter quantity of items to be repaired under this specific ERO. Right justify the quantity.

(14) Required delivery date is entered next in CC's 40 through 43.

(15) In the last block on the second line, you enter the short noun designation of the unit that owns the item of equipment the ERO applies to; for example 8th MTBn, 2d FSSG.

   d. ERO Preparation Instructions (Continued)

(1) In CC's 44 through 48 you will enter the Activity Address Code (AAC) of the unit that the equipment belongs to. AAC's are listed on the Reporting Unit Allowance File or RUAF. No doubt, that AAC for your unit will be in your desk-top procedures or turnover file as was previously mentioned.

(2) The next block to the right is where the person who has authority to do so signs and enters the Julian date he or she signed the "Authorized By" block. In some units different people are authorized to sign for different priority ERO's. The signee must be authorized to sign ERO's consistent with the priority of the ERO. In the event the priority of the ERO is changed, and the original signee is not authorized to sign ERO's with the higher priority, a new "Authorized By" signature will be required. The new signee will sign the upgraded ERO in the "Mechanic Signature" block of the ERO and the new priority and the date will be entered in the "Description of Work" block.

(3) In CC's 49 through 51, you will enter the defect code. Defect codes are listed in UM 4790-5.

(4) Next we must enter the priority that is being assigned to the ERO. Generally, your supervisor will tell you what priority to assign to each ERO. As you gain experience you will learn what priorities to use in each situation. As you can see the priority goes in CC's 52 and 53.

(5) In CC's 54 through 59 you enter the ID (Item Designator) number of the equipment the ERO pertains to. ID's numbers can be found in the SL 1-2 which is on microfiche. However, your desk-top procedures or turnover file will no doubt have a list of the ID numbers for all the equipment you support. If the ERO is being prepared in conjunction with an EROSL to requisition shop overhead items a "dummy" ID number such as 0000D is used.

(6) The last entry on this line will be the short noun nomenclature and/or model number of the equipment in need of maintenance; for example, M923A2 5-Ton Cargo Truck.

(7) The next entry we need to make is in CC 60. Actually what we have to do is circle the appropriate code from the choices given. Codes and their meanings are explained on pages 2-2-8 through 2-2-10 in TM 4700-15/1. Take a moment and look at those code definitions. Most, or in some cases all of the end items in your unit, will be MARES reportable equipment. You will get to know the category codes used most often in your shop, so don't try to remember them now. What is important is to know where to locate the definitions. TM 4700-15/1 and UM 4790-5, right!

(8) Job status is the next entry to make, it goes in CC 61 and 62. Job status codes are listed on pages 24-5 through 24-8 in UM 4790-5, the

MIMMS AIS User's Manual that you have on your desk. Take a minute or two and look over some of the codes.

(9) CC's 63 through 76 are left blank. The JON (Job Order Number) will not automatically generate for first echelon maintenance, category code "S" ERO's. Therefore the JON must be entered for first echelon maintenance ERO's.

(10) CC 77 is used to identify by a code what shop section is doing the maintenance. These codes are also in the User's Manual on page 24-9. Note that authority to deviate from the codes is provided, if need be, for better internal management.

(11) The next field (Released From Investigation) will also be left blank. It is the person who signed the "Authorized By" field on the ERO who is responsible to make sure no investigation is pending.

(12) In the next block, as indicated, you will enter the telephone number of the person to call when the equipment is ready to be picked up.

(13) Next is another block that is left blank.

(14) The last block on this line provides a place to make any additional remarks, if any, considered appropriate. However, if the maintenance being performed involves replacement of the operational time/miles indication, the old and new readings must be placed in this block.

e. ERO Preparation Instructions (Continued)

(1) All information on the sixth line pertains to different types of transactions than we have been talking about so far. Remember, in the beginning I told you that we would talk about an ERO prepared to perform corrective maintenance on one of our own trucks in the organizational maintenance shop.

(2) The first block in the middle section of the ERO is labeled "Item No." Here each task performed or to be performed is listed in numerical sequence. The numbers may correspond to a task number in the TM. If so, the TM must be referenced in the Description of Work" block one time. Only list tasks where actual work is performed; for example tighten, adjust, test, replace, etc. Don't include tasks such as check or inspect.

(3) In the next block to the right, labeled "Description of Work," enter a brief description of each task listed to cover symptoms of the failure. Use primary and secondary defect codes from the User's Manual (UM 4790-5). For example, if the ERO was initiated to cause an annual PM, you

would enter perform APM (B52); an ERO to replace a starter would have an entry such as Replace Starter (K61).

(4) In the next column, labor hours, the mechanic who does the work will list, to the nearest tenth of an hour, the time required to repair each individual defect listed in the description of work block.

(5) The next block is almost self-explanatory. The person who does the work to correct the defect enters his or her signature. If more than one person did the work, the senior person involved will sign.

(6) Status changes are entered in the Status column. This entry is made in writing but abbreviated. The abbreviations are on pages 24-5 through 24-8 in the MIMMS User's Manual.

(7) The next column is for the Status Code. The codes relate to the Status. They are explained on the same pages as the statuses in the manual.

(8) In the next column you simply enter the date the status of the ERO changed.

(9) The column labeled NON-SASSY Parts etc is left blank; as well as the last two columns, quantity and cost.

2. <u>ERO SHOPPING/TRANSACTION LIST - NAVMC 10925</u>

a. The ERO Shopping/Transaction List, or EROSL, is a dual purpose form. It serves as the ERO Shopping List and MIMMS data input form. The EROSL is used in conjunction with the ERO to requisition (order) repair parts, cancel parts requisitions and record partial issues and credits for repair parts and secondary reparables associated with ground equipment undergoing repair.

b. The EROSL's come in a pad of 100 sheets. The EROSL is self-carbonizing to permit the preparation of as many copies as are needed. The front and back covers, called templates, have instructions printed on them for completing the actual EROSL.

c. Actually, there are several types of transactions that the EROSL is or can be used for. The transactions are broadly categorized as maintenance actions, supply requests, supply receipts, modification actions and other transactions. We will concern ourselves with supply requests which are the "4" add parts transaction and the "4" change parts transaction. You are not being shortchanged, we talked about the maintenance transactions during the portion of the lesson dedicated to the ERO and, with the exception of the

supply requests, which are "4" add and "4" change transactions, personnel in supply will take care of the other transactions.

d. <u>EROSL Preparation Instructions</u>: Let's cover EROSL preparation block by block and card column by card column just as we did with the ERO. We will prepare the EROSL as though we were requisitioning a set of front brake shoes for an M923A2 that needed to be replaced in conjunction with corrective maintenance wherein the defect symptom was "insufficient brakes."

(1) In the header section, the top portion of the EROSL, the first entry we will make is the ERO number. This entry ties the EROSL to the ERO. Remember, it was while we were working to correct the fault "insufficient brakes," which was the description of work on the ERO we were given, that led us to discover we needed a set of M923 front brake shoes to fix the truck.

(2) The next entry is to identify the section that submitted the EROSL. At this school, we have a maintenance section that performs our organizational maintenance, their entry would be Maintenance Section, Logistics Operations School.

(3) The date is entered in the next block. This is a simple entry, use the Julian date that the EROSL is prepared on.

(4) In the next block labeled "MAINT" you see spaces for a date and initials. The individual authorized to approve requisitions enters the date and his or her initials.

(5) The block labeled "Supply-IP" will not be completed during initial EROSL preparation. Later, when the EROSL is taken to the unit supply section or the issue point, the person who receives the EROSL will record their initials and date when EROSL was received.

(6) The next entry is also completed by an individual in the unit supply section or at the issue point. The date and initials, when entered, verify that all transactions listed on the EROSL have posted to the Daily Transaction List (DTL) and the date the transaction posted. The DTL is a management report that reflects daily transactions.

(7) We must enter the material usage code for the item requisitioned.

(a) Circle "6" if the requisition is for Basic Issue Items or SL-3 components.

(b) Circle "7" if the part required will be used in conjunction with corrective maintenance. That is the material usage code we would use for our brake shoes.

(c) Circle "8" if the EROSL pertains to a part required to apply a modification.

(d) The last code, "9", is used when the parts being ordered will be used in conjunction with the performance of preventive maintenance.

(8) The next entry (Shop Section) is lifted from CC 77 on the ERO that is associated with the EROSL we are preparing.

(9) Moving down the EROSL form, you can see eighteen blank lines proceeded by the alpha characters A through R. In the first block "A" you will enter the reference you used to locate the NSN or part number of the item you are requisitioning. In our case we are requesting brake shoes for an M923A2 so we will enter TM 9-2320-272-20P, which you will recall is the number for the organizational level parts manual for the M939 Series vehicles. Other blanks in this section can be used for various entries as prescribed by local standard operating procedures.

(e) EROSL Preparation Instructions (Continued)

(1) Earlier, I made mention of the fact that each pad of EROSL's has templates that serve as front and back covers for the pad of EROSL's. Look at the template I just gave you and fold it so that the top of the template titled "Template for Supply Requests" is facing up and the card column numbers are at the bottom edge. Take the blank EROSL I gave you and place the template on the EROSL so the card columns line up. It should be evident to you that the template provides instructions for all the entries you need to make and what card columns to make your entries in. The same information is contained in TM 4700-15/1 and UM 4790-5. You are familiar with these references as the result of instruction on the ERO.

(2) In CC 1, you enter "4" which identifies the EROSL as a supply request. You should also be aware that you cannot submit a "4" card (transaction) unless the associated ERO is already opened and entered in MIMMS/AIS.

(3) Next, the ERO number is entered in CC's 2 through 6.

(4) On your template you notice CC's 7 through 10 are shaded, we will leave them blank. So, the next entry we will make is the NSN for the part we need. It goes in CC's 11 through 23. Likewise, if the item we needed was a secondary reparable, the NSN would be entered here.

(5) CC's 24 through 26 are used to indicate the quantity of items you need. Always fill the field. If you need one, enter 001. On the template you also see instructions on what entries to make if the item you need is a secondary reparable. The exact entry is dependent on the advice code we will use in CC 68 and 69.

(6) The next entry is made by personnel in the unit supply section. The document number will span CC's 28 through 40 and is broken down into three groups. First is the activity address code, next is the date which is self explanatory, and third is the document serial number. The first digit of the document serial number will always be the material usage code lifted from the header section of the EROSL. Remember, we're using "7" because the part we need is for corrective maintenance, therefore, the supply section document number must begin with "7."

(7) This entry is made by personnel in the unit supply section. Card columns 41 is the signal code. This code will designate where the part will be shipped and who will receive the bill.

(8) In card columns 42 and 43 the priority is entered. The priority may be any of 01 through 15, but it cannot be any higher than the priority assigned to the ERO that the EROSL relates to. At least one item must be equal to the priority of the ERO.

(9) The unit supply section also has responsibility for entering the supplemental address in CC's 44 through 48. If the request is for a secondary reparable these CC's must be used. If the request is for a repair part, the supplemental address may or may not be used depending on local policy.

(10) In CC's 49 and 50, the unit of issue is entered. Your template indicates that the unit of issue must match that loaded to the MHIF (Master Header Information File) for the NSN requested. Since the MHIF is no longer printed on microfiche, you would have to access the MHIF on the Customer Information Control System to validate your unit of issue. We're talking about units of issue such as "PR" for pair, "EA" for each and so forth. The unit of issue need not be used unless it is applicable.

(11) Next, comes the JON or Job Order Number. This number determines who will be charged for the repair part requested. This entry may be left blank, local procedures will dictate. If the item you are requesting is a secondary reparable, the repair issue point will enter either a JON or NSN as appropriate.

(12) In CC 66 you enter either "R" for recurring demand or "N" for non-recurring demand when requesting repair parts. An example of a

non-recurring demand would be for a modification kit which would only be needed once. Our brake shoes will wear out if we keep the truck long enough, that would be a recurring demand. If the item we need is a secondary reparable, the reparable issue point will make this entry.

(13) This next field, CC 67, is an important one. Here, if it is appropriate to do so, we will indicate a not mission capable supply status. This entry is made by the ERO holder upon initial preparation of the EROSL.

(a) If the part you need does not deadline the vehicle or you do not anticipate the lack of the part will cause the vehicle to be deadlined, leave CC 67 blank.

(b) Other coded entries indicating not mission capable supply or anticipated to be so are explained clearly on pages 2-3-6 and 2-3-7 of TM 4700-15/1. Use that reference source to determine which code to use.

(14) CC's 68 and 69 are also very important.

(a) The ERO holder enters the code "SC" if the required part is scrounged; "PB" if the part is obtained from the pre-expended bin, unless the total cost of all parts removed from the PEB are under $25.00 in which case the code "PB" is optional, and code "99" for a non-SASSY item. A non-SASSY item would be an item purchased locally that is not carried in the supply system.

(b) The ERO holder must coordinate with the unit supply section for all other appropriate advice codes pertaining to repair part requests.

(c) The advice codes assigned when a secondary reparable is needed will be entered by the secondary reparable issue point.

(15) CC's 70 through 79 are used to enter the repair part or secondary reparable name. These can be obtained from your "20P."

(16) The last entry you need to make indicates whether the "4" card is an "add" card or a "change" card. Simply enter "A or C" in card column 80.

f. The "4" change transaction is used to change information contained on a "4" add transaction.

(1) When submitting a "4" change card, you can change any bit of information that was on the original "4" add card except the ERO number and the document number.

(2) You need only to enter the information you want to change. For example, if you had ordered a quantity of one of an item you needed and found out you needed two of that item, on your "4" change card you would simply put 002 in card columns 24 through 26, copy the ERO number and document number from the original "4" add card and enter "C" in card column 80 of your new EROSL. That done, you would have completed a "4" change transaction.

g. <u>ERO Preparation Instructions (Continued)</u>. Now, we are ready to close out this ERO. As with the top section of the ERO, the MIMMS clerk will generally be the one who completes this portion of the ERO; however, you might be put in the role of MIMMS clerk.

(1) If there were civilian labor charges associated with the ERO, the charges would be entered in CC's 14 through 19. The cents are entered in CC's 18 and 19.

(2) CC's 20 through 26, NON-SASSY Parts charge, are left blank.

(3) The date the equipment involved was returned to the owning unit, in our case given back to the operations section, is entered in CC's 28 through 31. Use the Julian date.

(4) CC's 32 through 36 are used to record the total of military labor hours used to perform the maintenance required. Enter tenths of an hour in CC 36 and right justify the whole number. This is the total of hours recorded in the "Labor Hours" column in the middle section of the ERO.

(5) The close status code is next. As you know, the job status codes are in the MIMMS User's Manual.

(6) The next two card columns, 37 and 38, deal with secondary reparables that you will not be repairing. Information in these columns indicate the number of items in the batch that were sent in for repair on a single ERO but could not be repaired.

(7) The next card column, 41, is an important one. It is where we code the method used to record equipment use. Use "D" for days, "R" for rounds, "H" for hours and the one you will use most, "M" for miles. Obviously, to use "H" the equipment must have an hour meter and "M" it must have an odometer.

(8) Next in CC's 42 through 47, the primary meter reading is entered. The reading is taken to the nearest whole mile or hour. In the event the operational time indicator was replaced during the maintenance action, the new reading is entered.

(9) To complete the line, simply select the three most prominent defects from the "Description of Work" block. If there is only one, list it under "Defect 1"; if there are two, use both "Defect 1 and Defect 2" CC's.

(10) The bottom line is pretty much self-explanatory. It requires the inspector's signature, name of the person notified that the repairs are complete and vehicle is ready for pick-up, and signature of the person the equipment was delivered to. Dates, of course, will also be entered.

h. <u>ERO Disposition</u> - The yellow copy of the ERO is returned to the originator as a receipt. When required services are completed, the yellow copy is returned to the maintenance section and original (white copy) is returned to the using/owning unit for filing in the equipment record jacket/folder, where it will be retained for a minimum of one year from date closed. When the interval between maintenance actions exceeds one year, the most recently completed ERO will be retained in the equipment record jacket/folder. When equipment is returned to the using/owning unit, the yellow copy will be destroyed by the maintenance section. The green copy of the ERO will be retained in the files of the maintenance section for a minimum of one year unless the maintenance section is also the owning unit, in which case retention of the green copy is not mandatory. The pink copy is used to close out the ERO in the FMSS, it may be disposed of per local procedures.

i. <u>EROSL Disposition</u> - The original EROSL is returned to the originator and joined with the original ERO. FMSS supported units are not required to retain the EROSL after the ERO has been closed.

j. That completes our instruction on preparation of the ERO/EROSL. What you should take away from this class is where to look to obtain the information you need to complete the ERO/EROSL. The references are in the MIMMS User's Guide, UM 4790-5, TM 4700-15/1 SL 1-2, desk-top procedures, and turnover files.

<u>**REFERENCES**</u>:

TM 4700-15/1
UM 4790-5
ERO/EROSL Templates